October 26, 2022

To Whom It May Concern,

Please accept this notice of my resignation from my position as second grade teacher at Colchester Elementary School as I will be moving to Texas at the end of January 2023. My last day of employment will be Friday, January 20, 2023.

I am grateful for the opportunities Colchester has provided me over these last few years and will miss our caring cardinals very much! I will continue to fulfill my responsibilities in my current position until my last day. I am also happy to help transition my class to their new teacher during my last week of employment.

Thank you again for the opportunity to work at CES! If you have any further questions or need anything else from me, please let me know.

Sincerely,
Alexis Sanchez

Accepted with Regret
Please prepare letter.
10/27/22